

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Senior Civil Engineer	Job Family: III
General Classification: Management	Job Grade: 36

Definition: To plan, coordinate and supervise the work of a major section/division within the Utilities or Public Works Department; and to provide professional and technical engineering support relative to assigned area of responsibility.

Distinguishing Characteristics: Receives general direction from the assigned higher level-manager; exercises direct supervision over professional, technical and clerical staff; works proactively on tight schedules; is self-motivated requiring minimal supervision.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Plan, coordinate, supervise and participate in the activities of a major section/division within the Utilities or Public Works Departments.
2. Assist in the development and implementation of goals, policies, procedures and priorities.
3. Prepare and oversee the preparation of engineering designs, specifications and cost estimates for a wide variety of capital improvement projects; prepare Engineering Division's five-year CIP.
4. Provide professional and technical engineering support services relative to assigned area of responsibility.
5. Interpret and apply relevant codes, ordinances, rules and regulations.
6. Supervise the preparation, updating and maintenance of utility maps and records.
7. Check plans for accuracy, suitability and completeness, and make recommendations for revision and improvement.
8. Review specifications for composition and accuracy.
9. Meet and confer with developers, contractors, engineers and the general public relative to City policies, regulations and procedures; coordinate discrepancies and problem situations with outside parties.
10. Administer and/or oversee the administration of contracts; review and approve payments and billings for contracted services.

11. Oversee and participate in the review of projects under construction in the field; resolve complaints and problems in the field between the inspectors and developers, contractors and/or engineers.
12. Coordinate activities with other departments' divisions as appropriate.
13. Serve as staff to a variety of City and outside commissions, boards and committees as assigned.
14. Conduct special engineering studies relative to assigned area of responsibility; prepare appropriate reports and analyses.
15. Select, supervise, train, review the work of and evaluate assigned professional and technical staff.
16. Perform other duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of civil engineering as applied to new development and municipal public works; applicable laws and regulatory codes related to development, design and construction; methods and techniques used in the design, construction and surveying of a variety of utility and other public works projects; and principles of practices of organization, administration, and personnel management, as well as operating and budgeting practices.

Ability to: Interpret and apply applicable codes, ordinances, rules and regulations related to development and construction, interpret, review and analyze development proposals, plans and specifications; make complex engineering computations and check, design and supervise the construction of a variety of public works projects; perform professional and technical support services relative to assigned area of responsibility; administer contracts; prepare specifications and write technical reports; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; supervise, train, review the work of and evaluate assigned staff.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Four years of increasingly responsible civil engineering experience, including one year supervisory responsibility. Training equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering.

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Page 3

Required Licenses or Certificates: Possession of a valid Certificate of Registration as a professional Civil Engineer in the State of California. Possession of a valid California Class C driver's license.

For Positions Assigned to Traffic Engineering:

Required Licenses or Certificates: Possession of a valid Certificate of Registration as a Traffic Engineer in the State of California.

OR

Possession of a valid Certificate of Registration as a Civil Engineer in the State of California and the ability to obtain a Certificate of Registration as a Traffic Engineer within two years of hire. Possession of a valid California Class C driver's license.

Established October 1991

Revised February 2010

CLASS SPECS

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